

OAASFEP TRAVEL EXPENSE REPORT

NAME: _____

CONFERENCE: _____

LOCATION OF CONFERENCE: _____

DATES ATTENDED: _____

Expenses must be itemized daily. Ground transportation includes taxis, shuttles, tolls, and parking fees.

1. Date:	5. Date:
Meals: \$	Meals: \$
Taxi: \$	Taxi: \$
Parking: \$	Parking: \$
Subtotal: \$	Subtotal: \$

2. Date:	6. Date:
Meals: \$	Meals: \$
Taxi: \$	Taxi: \$
Parking: \$	Parking: \$
Subtotal: \$	Subtotal: \$

3. Date:	7. Date:
Meals: \$	Meals: \$
Taxi: \$	Taxi: \$
Parking: \$	Parking: \$
Subtotal: \$	Subtotal: \$

4. Date:	8. Date:
Meals: \$	Meals: \$
Taxi: \$	Taxi: \$
Parking: \$	Parking: \$
Subtotal: \$	Subtotal: \$

Total Expenses \$ _____